

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**National Procedure Checklist No. 1740**

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**Field Office Distribution** All directives are sent to BBS for State Offices and KCMO to access for local printing and distributing. To inquire about the transmission of directives, call the Directives Section at 202-690-0594.

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**National Office Distribution** Notices are available on Internet. Handbooks are printed and distributed to the National Office.

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**Directives on Internet** Notices are available on Internet at [www.fsa.usda.gov/dam/msd/notices/fsa.htm](http://www.fsa.usda.gov/dam/msd/notices/fsa.htm).  
**Note:** FAS and RMA employees replace "fsa" in the Internet address to access notices for their agency.

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**Temporary Directives** Temporary directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
AO-1189 4-5-99	Workload and Work Measurement Information on the BUD Home Page	State and County Offices
COR-85 3-26-99	CLDAP Target Reviews	State and County Offices
CP-517 4-2-99	Extending Submission Date for Crop Compliance Data Reports	State and County Offices
CRP-339 4-5-99	CRP Questions and Answers	State Offices
DAP-22 3-30-99	LAP Spot Checks	State and County Offices
DAP-23 3-31-99	Receiving Updated Crop Loss Disaster Assistance Program (CLDAP) Download Files	State and County Offices
DAP-24 3-31-99	Revised Eligibility Instructions for Multi-Year CLDAP	State and County Offices and RMA
FI-2357 4-1-99	April 1999 Loan Interest Rates	State and County Offices

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**National Procedure Checklist No. 1740 (Continued)**

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**Temporary  
Directives  
(Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
FI-2358 4-1-99	Decrease in Privately Owned Automobile (POA) Mileage Rate	FSA and FAS Offices
FI-2359 4-1-99	Reimbursement of Laundry, Dry Cleaning, and Pressing of Clothing Expenses	FSA and FAS Offices, except Overseas Offices
FI-2360 4-5-99	Additional Instructions for Processing FLP Collections in the Cash Receipts Application on the System 36	State and County Offices
FI-2361 4-6-99	Software Modifications for the Assignment and Joint Payment System in County Release No. 404	State and County Offices
FLP-43 3-23-99	Canceling Debt Discharged in Bankruptcy	State and County Offices
FLP-44 3-19-99	Automated Discrepancy Processing System (ADPS) Updated Information	State and County Offices
IRM-294 3-25-99	Ordering FAX Machine Supplies	State and County Offices
LD-480 3-24-99	1999 Dairy Market Loss Assistance (DMLA) Program	State and County Offices
LD-481 4-1-99	1999 Small Hog Operation Payment (SHOP) Program Adjustments	State and County Offices
LP-1676 3-24-99	Revised Forms for Mohair Recourse Loans	State and County Offices
PM-2107 3-24-99	1999 and 2000 Excellence in Government Fellows Program (Fellows Program)	FAS and FSA National Office Employees
PM-2108 3-29-99	50 <sup>th</sup> Annual William A. Jump Memorial Award	FFAS Employees, Except Non-Federal County Office Employees

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**National Procedure Checklist No. 1740 (Continued)**

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**Temporary  
Directives  
(Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
PS-305 3-31-99	APSS Software in County Release No. 404 Small Hog Operation Payment (SHOP) Adjustment, Cancellation, or Reissue	State and County Offices
PS-306 4-6-99	APSS Software in County Release No. 405 Processing 1999 Dairy Market Loss Assistance (DMLA) Program Applications	State and County Offices
PS-307 4-6-99	APSS Software in County Release No. 405 Revised Menus for Small Hog Operation Payment (SHOP) Processing	State and County Offices
TB-941 3-24-99	Curing-Barn Insulation Certification Program	Flue-Cured Tobacco State and County Offices

**Permanent  
Directives**

Permanent directives issued since the last weekly checklist are listed in this table.

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
12-AO (Rev. 15) Amend. 3 3-26-99	County Office Work Measurement and Fund Allocation System for FY 1999	All Offices Except APFO, KCCO, AK, HI, and PR
25-AS (Rev. 3) Amend. 7 3-24-99	State and County Office Records Operations	State and County Offices
2-CP (Rev. 15) Amend. 15 4-2-99	Acreage Compliance Determinations	State and County Offices

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**National Procedure Checklist No. 1740 (Continued)**

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**Permanent  
Directives  
(Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
1-DAP Amend. 12 3-24-99	Disaster Assistance Programs	State and County Offices
1-DAP Amend. 13 3-31-99	Disaster Assistance Programs	State and County Offices
1-DAP Amend. 14 4-2-99	Disaster Assistance Programs	State and County Offices
2-LP Rice (Rev. 8) Amend. 17 3-29-99	Loans and Loan Deficiency Payments for Rice	State and County Offices
28-PM Amend. 14 3-30-99	County Office Personnel Processing	State and County Offices

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**Procedure  
Notices**

Procedure notices issued since the last weekly checklist are listed in this table.

<b>PN Issue No.</b>	<b>Date</b>	<b>For</b>
FSA Issue No. 59	3-31-99	State and County Offices

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**Obsolete  
Directives**

Directives made obsolete since the last weekly checklist are listed in this table.

<b>Short Reference</b>	<b>Date of Obsolescence</b>	<b>Made Obsolete By</b>
FSA Memo No. 44	4-1-99	Disposal Date
AO-1176	4-1-99	Disposal Date
AO-1183	4-1-99	Disposal Date
AO-1185	4-1-99	Disposal Date

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**National Procedure Checklist No. 1740 (Continued)**

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**Obsolete  
Directives  
(Continued)**

<b>Short Reference</b>	<b>Date of Obsolescence</b>	<b>Made Obsolete By</b>
AS-1988	4-1-99	Disposal Date
BU-548	4-1-99	Disposal Date
CM-401	4-1-99	Disposal Date
CRP-318	4-1-99	Disposal Date
CRP-319	4-1-99	Disposal Date
CRP-335	4-1-99	Disposal Date
DAP-17	4-1-99	Disposal Date
FC-177	4-1-99	Disposal Date
FC-178	4-1-99	Disposal Date
FC-187	4-1-99	Disposal Date
FI-2285	4-1-99	Disposal Date
FI-2295	4-1-99	Disposal Date
FI-2324	4-1-99	Disposal Date
FI-2346	4-1-99	Disposal Date
LP-1643	4-1-99	Disposal Date
PF-94	4-1-99	Disposal Date
PF-95	4-1-99	Disposal Date
PF-99	4-1-99	Disposal Date
PF-103	4-1-99	Disposal Date
PM-2042	4-1-99	Disposal Date
PM-2043	4-1-99	Disposal Date
PM-2049	4-1-99	Disposal Date
PM-2057	4-1-99	Disposal Date
PM-2082	4-1-99	Disposal Date
PM-2090	4-1-99	Disposal Date
RD Instruction 2033-A	3-24-99	25-AS (Rev. 3) Amend. 7
TB-934	4-1-99	Disposal Date
TB-935	4-1-99	Disposal Date

Prefix	Form No.	Edition Date	Form Title	Filename	Unit Issue	Stocked By	Fillable	Used By	WDC Directives	File Code
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\* The following form has been revised. Destroy old stock. This form was uploaded to the BBS on 03-31-99.

CCC	0258	03-29-99	Wire Transfer of Funds	CC0258.WPD CC0258.PDF	Sheet	RPL/WP RPL/PDF	Y	All offices except counties	12-AO, 7-CN, 3-FI, 10-SU, 12-FI	FM3-5
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\* The following form has been revised. Destroy old stock. This form was uploaded to the BBS on 03-30-99.

CCC	0392	02-24-99	Redelegation/Revocation of Authority to Sign or Countersign CCC Payments	CC0392.PDF	Sheet	RPL/PDF	Y	Counties	25-AS, 1-FI, 2-LP(Peanuts), 22-PM	GA2
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\* The following form has been revised. Destroy old stock. This form was uploaded to the BBS on 03-31-99.

CCC	0435	01-11-99	Tree Assistance Program Technical Worksheet	CC0435.PDF	Sheet	RPL/PDF	Y	Counties	12-AO, 1-TAP, 1-DAP	TAP 5-8
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\* The following form has been revised. Destroy old stock. This form was uploaded to the BBS on 03-29-99.

CCC	0441E	03-26-99	Peanut Proration Worksheet by Farm	CC0441E.PDF	Sheet	RPL/PDF	Y	Counties	1-DAP, 12-AO	N/A
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\* The following form is new. This form was uploaded to the BBS on 03-31-99.

CCC	0540B	03-19-99	Crop Loss Disaster Assistance for Trees	CC0540B.PDF	Sheet	RPL/PDF	Y	Counties	1-DAP	N/A
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\* The following forms have been revised. Destroy old stock. These forms were uploaded to the BBS on 03-25-99.

CCC	0601 (MH)	03-23-99	Note and Security Agreement Terms and Conditions for Mohair and Honey Recourse Loans	CC601MH.PDF	MP/3 Head to Head	RPL/PDF	N	Counties	LP-1676	N/A
CCC	0633 (Mohair)	03-23-99	Mohair Loan Quantity Certification and Worksheet	C0633MOH.PDF	Sheet	RPL/PDF	Y	Counties	LP-1676	N/A

\* The following forms have been revised. Destroy old stock. These forms were uploaded to the BBS on 03-26-99.

CCC	0823-1A	09-01-99	Schedule of Rates (Cotton Storage Agreement (Charges on a Per Bale Basis))	CC823-1A.WPD	Sheet	RPL/WP	Y	KCCO	1-IM	N/A
CCC	0823-1T	09-01-99	Schedule of Rates (Cotton Storage Agreement (Charges on a Per Bale Basis))	CC823-1T.WPD	Sheet	RPL/WP	Y	KCCO	1-IM	N/A

**NOTE:** Files saved in PDF Format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

1/ Filing codes pertain only to State and County Offices.

Prefix	Form No.	Edition Date	Form Title	Filename	Unit Issue	Stocked By	Fillable	Used By	WDC Directives	File Code
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\* The following form has been revised. Destroy old stock. This form was uploaded to the BBS on 03-30-99.

FCI	0063 (Raisin)	02-99	Raisin Production Worksheet	FCI0063R.PDF	MP/2 Head to Head	RPL/PDF	Y	RMA and applicable FSA State offices that have NAP and sell crop insurance	12-AO, 30390 Raisin Handbook	N/A
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\* The following form has been revised. Destroy old stock. This form was uploaded to the BBS on 03-26-99.

FCI	0063-A (Raisins)	02-99	Raisin Appraisal Worksheet Weight Method	0063ARAI.PDF	MP/2 Head to Head	RPL/PDF	Y	RMA and applicable FSA State offices that have NAP and sell crop insurance	FCIC 30390 Raisin Handbook	N/A
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\* The following form has been revised. Destroy old stock. This form was uploaded to the BBS on 03-30-99.

FCI	0063-B (Raisins)	02-99	Raisin Appraisal Worksheet Count Method	0063BRAI.PDF	MP/2 Head to Head	RPL/PDF	Y	RMA and applicable FSA State offices that have NAP and sell crop insurance	FCIC 30390 Raisin Handbook	N/A
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\* The following forms have been revised. Destroy old stock. These forms were uploaded to the BBS on 03-26-99.

FCI	0551	02-99	Raisin Reconditioning Pool Production-to-Count	FCI0551.PDF	MP/2 Head to Head	RPL/PDF	Y	RMA and applicable FSA State offices that have NAP and sell crop insurance	FCIC 30390 Raisin Handbook	N/A
FCI	0578	02-99	Raisin Packer's Release of Insured Raisins	FCI0578.PDF	MP/2 Head to Head	RPL/PDF	Y	RMA and applicable FSA State offices that have NAP and sell crop insurance	FCIC 30390 Raisin Handbook	N/A

\* The following form has been revised. Destroy old stock. This form was uploaded to the BBS on 03-26-99.

FCI	0579	02-99	Raisin Release to an Alternative Use Market	FCI0579.PDF	MP/2 Head to Head	RPL/PDF	Y	RMA and applicable FSA State offices that have NAP and sell crop insurance	FCIC 30390 Raisin Handbook	N/A
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\* The following forms have been revised. Destroy old stock. These forms were uploaded to the BBS on 03-29-99.

FCI	0580	02-99	Alternative Use Market Value Sheet	FCI0580.PDF	MP/2 Head to Head	RPL/PDF	Y	RMA and applicable FSA State offices that have NAP and sell crop insurance	FCIC 30390 Raisin Handbook	N/A
FCI	0581	02-99	Raisin Reconditioning Authorization	FCI0581.PDF	MP/2 Head to Head	RPL/PDF	Y	RMA and applicable FSA State offices that have NAP and sell crop insurance	FCIC 30390 Raisin Handbook	N/A
FCI	0582	02-99	Raisin Release to Disk	FCI0582.PDF	MP/2 Head to Head	RPL/PDF	Y	RMA and applicable FSA State offices that have NAP and sell crop insurance	FCIC 30390 Raisin Handbook	N/A
FCI	0583	02-99	Raisin Claim Worksheet	FCI0583.PDF	MP/2 Head to Head	RPL/PDF	Y	RMA and applicable FSA State offices that have NAP and sell crop insurance	FCIC 30390 Raisin Handbook	N/A

\*The following form is new. Order from "Stocked By" location. Tentative delivery date is 04-30-99.

FSA	0386-01	03-16-99	Preferred Lender Sticker	N/A	Decal	LMD	N	Preferred Lenders	N/A	N/A
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\* The following form has been revised. Destroy old stock. Order from "Stocked By" location. Tentative delivery date is 05-01-99.

FSA	0750	03-24-99	End-Use Certificate for Wheat	N/A	Set/2	KC	N/A	Importers	N/A	N/A
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\* The following form has been revised. Destroy old stock.

FSA-HQ	0203	03-31-99	Peanut Sales Worksheet Tabulation of Bids	FSAHQ203.WPD	Sheet	RPL/WP	Y	TPD	N/A	N/A
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\* The following form is new.

FSA-HQ	0204	03-30-99	Peanut Sales Contract Worksheet	FSAHQ204.WPD	Sheet	RPL/WP	Y	TPD	N/A	N/A
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\* The following form has been revised. Destroy old stock. Order from "Stocked By" location. Tentative delivery date is 04-30-99.

FSA-HQ	0417	03-30-99	Directives Clearance and Control Record	N/A	Card	MSD	N	MSD	N/A	N/A
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\* The following form has been reprinted. Order from "Stocked By" location. Tentative delivery date is 04-26-99.

RD	1927-01 IA	09-96	Real Estate Mortgage for Iowa	N/A	MP/4	Iowa	N	Iowa	1927-B	N/A
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\*The following form has been revised. Use old stock. This form was uploaded to the BBS on 04-07-99.

WA	0050	04-06-99	Application for License or Modification of License for the Conduct of a Public Warehouse (Under the United States Warehouse Act (7 U.S.C. 241 et seq.))	WA0050.PDF	Sheet	RPL/PDF	Y	KCCO	1-WA	N/A
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\*The following form is new. This form was uploaded to the BBS on 04-07-99.

CCC	1040	03-23-99	Dairy Market Loss Assistance Payment Program Application	CC1040.PDF	MP/2 Head to Head	RPL/PDF	Y	Counties	LD-480	N/A
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